

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/5/2013 2:53:58 PM
Subject: RE: FW: Eric's start date

I have one more question for you, so call me when you have a moment.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 1:51 PM
To: Rebecca Cokley
Subject: Re: FW: Eric's start date

yes the email is good

On Thu, Dec 5, 2013 at 1:39 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Lisa

(b) (5)

Thank you.

Rebecca Cokley
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National Council on Disability
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Washington, DC 20004
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Anne Sommers
Sent: Thursday, December 05, 2013 1:13 PM
To: Rebecca Cokley
Subject: FW: (b) (6) start date

Rebecca,

It has been 2.5 months since we interviewed (b) (6), and I remain very concerned we may lose him as our hire if the hiring process is unnecessarily lengthened and we do not communicate with him timely. Please see the email chain below. I understand from Ms. Jones's email that she has many priority items right now. However I'd greatly appreciate your consideration of prioritizing this item on Ms. Jones's workload and requesting that she work with me to talk to (b) (6) together so we're not sending mixed or tardy or no messages to him right now.

I appreciate your thoughts. Thanks.

Anne

From: Anne Sommers

Sent: Thursday, December 5, 2013 1:08 PM

To: Sylvia Jones

Subject: RE: (b) (6) start date

Hi Sylvia,

I will double check with (b) (6) before you take that step with GSA. Please hold off until I can call him.

However, I believe I have been clear and consistent about (b) (6) request to post a month's notice at his current employer. When we talked about December 29 as a start date, you are right, it was quite a while back....when that start date was far more than a month's worth, to provide the time needed for you to process paperwork with GSA, to have him go through clearance, to issue a formal offer, then give him that month's worth of time to provide the notice he requested. It's obviously been many weeks since that conversation, making December 29 no longer an appropriate time frame. He will not post notice until he has a firm offer from us, which I understood from you was to come at the end of the clearance process, which was to be started this week.

I will contact (b) (6) at the next break here to see if he can start in late December, but I don't believe he can. If I know when he may get his letter, I can accurately project his start date. I understand that you are very busy right now. However, this is a very high priority, and I'll let Rebecca know where we are in the process, so we can keep this queued up for completion in the very near term.

What would help is getting a very clear overview of the process -- and having you, as our HR expert, update (b) (6). Would you be willing to do a call with him with me tomorrow? I will arrange it if you are willing. He has been very patiently waiting and I don't feel our coordination is as good as it could be in communicating to him timely.

So again, please don't contact GSA until I confirm with Eric that he cannot start December 30, though I don't believe he can.

I'll write again today once I speak with Eric.

Thanks,
Anne

From: Sylvia Jones

Sent: Thursday, December 5, 2013 12:05 PM

To: Anne Sommers

Cc: Sylvia Jones
Subject: RE: Eric's start date

Hi Anne,

Today is the first time you've communicated a January start date to me. When I inquired about Mr. Buehlmann starting in January a while back you were firm with the December 29 start date.

Today, I sent forth (b) (6) signed SF-52 and draft offer letter to GSA with a starting date of December 29, reporting on Dec 30. The last minute changes are causing an unnecessary workload burden on me; and as you know I am without staff other than Stacey.

I will notify GSA to remove (b) (6) from the Dec 30 orientation list and I will re-do the paperwork when time permits.

Sylvia

From: Anne Sommers
Sent: Thursday, December 5, 2013 11:54 AM
To: Sylvia Jones
Subject: (b) (6) start date

Hi Sylvia:

Just a reminder that (b) (6) told us during his interview and throughout the process that he will be giving a month's notice to his current employer. Accordingly, his start date will be in January, not December. I don't have the pay calendar in front of me, but I think it's January 12 that makes the most sense.

Thanks,
Anne

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Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

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Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/12/2013 8:40:18 AM
Subject: FW: FOIA Request

Hello friends...

This is my first time being cited in a FOIA request and our normal FOIA office (our GC) is out of the office and Dr. Hawkins is the acting. What do we need to do?

Rebecca Cokley
Executive Director
National Council on Disability
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From: Sylvia Menifee
Sent: Thursday, September 12, 2013 7:57 AM
To: DrGerrie Hawkins
Cc: Sylvia Menifee; Rebecca Cokley
Subject: FOIA Request

Hi Gerrie,

Under the Freedom of Information Act, 5 U.S.C. subsection 552, I am requesting the following information:

1. All emails from jrosen@ncd.gov to NCDMembers@ncd.gov from June 2013 to Present.
2. All emails from rcokley@ncd.gov to jrosen@ncd.gov from February 2013 to Present.
3. All emails from rcokley@ncd.gov to lruttledge@ncd.gov from February 2013 to Present.
4. All emails from rebecca.cokley@gmail.com to lruttledge@ncd.gov from February 2013 to Present.
5. All emails from rebecca.cokley@gmail.com to jrosen@ncd.gov from February 2013 to Present.
6. All emails from jrosen@ncd.gov to rcokley@ncd.gov from February 2013 to
7. All emails from jrosen@ncd.gov to lruttledge@ncd.gov from February 2013 to Present.
8. All emails from jrosen@ncd.gov to rebecca.cokley@gmail.com from February 2013 to Present.
9. All emails from lruttledge@ncd.gov to rebecca.cokley@gmail.com from February 2013 to Present.
10. All emails from lruttledge@ncd.gov to rcokley@ncd.gov from February 2013 to Present.
11. All emails from lruttledge@ncd.gov to jrosen@ncd.gov from February 2013 to Present.
12. Executive Committee Minutes from May 2013 to Present.
13. All records/files related to charges of Misconduct committed by Jeff Rosen during his tenure as an employee at NCD which led to resignation.
14. All records/files related to Disciplinary Action proposed and/or taken against Jeff Rosen during his tenure as an employee at NCD which led to resignation.
15. All records/files related to periods of probation served as a Federal employee by Jeff Rosen.
16. Copy of the Removal/ Decision Notice issued to Carla Nelson by Jeff Rosen.

Please mail the information requested to my attention at:

5603 Judicial Drive
Glenn Dale, MD 20679

Sylvia Menifee
Director of Administration
National Council on Disability
1331 F Street, NW, Suite 850
Washington, DC 20004
Ph: 202-272-2113
Fax: 202-272-2022
smenifee@ncd.gov

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/25/2013 11:13:32 AM
Subject: Scheduling the auditor

Mrs. Jones

In the future, please remember to include Gary Blumenthal, as NCD's A&F Committee Chair, when meeting with the Auditors and please send him their contact information. If you are not able to contact Gary or have scheduling conflicts, you are to notify me. Thank you.

Rebecca Cokley

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/23/2013 11:34:08 AM
Subject: September Phone Bill

Mrs. Jones

Please scan and email me a copy of NCD's September phone bill. Thank you.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/9/2013 2:43:42 PM
Subject: FW: Notes from meeting last week
Attachments: Minutes for organization meeting.docx

How should I respond?

Rebecca Cokley
Executive Director
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From: Chanda Bethea
Sent: Monday, September 09, 2013 2:42 PM
To: Rebecca Cokley
Cc: Sylvia Meniffee
Subject: RE: Notes from meeting last week

Rebecca,

After the meeting I typed up my original notes as I have poor penmanship. I no longer have the original hand written notes due to typing them up. I was able to capture everything that was discussed in the meeting. I have attached the typed version per your request. I was not aware that I should keep my original hand written version. I am new to how things are done here. I will attempt to write more legibly next time in case I am ever asked to take notes again. I will also remember to keep my hand written version.

Thanks,

Chanda M. Bethea, MBA
National Council on Disability
1331 F Street, NW, Suite 850
Washington, DC 20004
Ph: 202-272-0104
Fax: 202-272-2022
cbethea@ncd.gov

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NCD's Facebook page:

<https://www.facebook.com/NCDgov>

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Sign up for regular email updates at:

<http://www.ncd.gov/subscribe>

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From: Rebecca Cokley
Sent: Monday, September 09, 2013 1:43 PM
To: Chanda Bethea
Subject: Notes from meeting last week

Chanda

Please submit to me a photocopy of the original notes you took of the meeting between Ms. Meniffee and Mr. Rosen by COB today.

Rebecca Cokley
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NCD (DIRECTOR OF ADMINISTRATION & CHAIRPERSON)

Meeting Minutes

September 4, 2013

Present: ylvia Meniffee Jeff osen anya Interpreter
Chanda ethea Note ta er

Next meeting:

I. Announcements

anya was spea ing directly to ylvia anya as ed about her time. ylvia as ed who she submits her time to. anya stated that she goes directly through Jeff. ylvia advised that all time needs to go through to tacey. Jeff stated that he will ma e sure that he CC s tacey on re uests in the future.

ylvia advised that Chanda ethea would be present to ta e notes. Jeff as ed if there were any concerns that ylvia had. He stated that he has been in government and a lawyer for over twenty years and that the only reason why someone would need to be present is if there were some concerns. He wanted to now if ylvia needed any additional intervention . Jeff stated that he feels that he does not have any issues . He feels that if there is an issue that every employee should feel comfortable spea ing with him .

ylvia stated that she did not feel comfortable meeting with Jeff alone . he stated that she does not have any issues or problems with the agency .

Jeff stated that he never seen this before. He asked if note taking is being done with everyone that Sylvia meets with...He asked is there anything that Sylvia wanted to express.

II. Discussion

Jeff asked... what was the status of where things are in the office? He wants to know what's going on? He stated that he had no ulterior motives.

Sylvia responded by stating that work is being done in a timely manner even though I am understaffed.

Jeff asked where she was with the Financial Analyst position.

Sylvia advised that she is awaiting the Cert from PM.

Jeff wanted to know the status concerning Chanda and if she will still be here.

Sylvia advised that Chanda's last day will be September 1 . Sylvia also mentioned that she will have to put information in about Carla's old position as well.

Jeff stated that there has been a little turmoil regarding Carla . Jeff asked Sylvia what else she was working on.

ylvia stated that It was not appropriate to discuss the day to day duties of her position with the Chair. ylvia also mentioned that she never had to do that with the previous Chair Jonathan.

Jeff interrupted and said... I do not care about Jonathan

ylvia began to speak and Jeff interrupted again and said I do not care about Jonathan

Jeff said... "Telling the Chair that you are refusing to answer the Chair is not appropriate either

ylvia said In the beginning you asked me about my concerns.

Jeff responded by stating that ylvia's response was there is a clear indication that there is a problem that needs to be addressed. He continued by saying that If you are saying No it's okay. I just wanted it to be known that I at least asked you the question so that if I am being asked in the future... I at least can say that I asked if there was a problem.

ylvia asked here you are asking a specific question because you continued to elude that there is a problem?

Jeff stated I am an attorney that is responsible for a company that makes 6 million in revenue. My job is to protect them. That is not my job here. I am not thinking about protecting

myself. I want to see the best happen here. If there is some indication that there is a problem...Is there anything that I can help with between you and your supervisor? I am giving you an opportunity to communicate. I am curious to now what's going on in the office. He wanted to know if one and the other supervisors feel the same way. I will be asking them the same questions...now do you want to tell me what you are working on?

ylvia stated I have been working on the budget and overall admin operations.

Jeff stated, "This is a very general response...Can you be more detailed?"

ylvia stated that she was working on travel updating the CJ quotes on services for 201 and overall general admin functions.

Jeff stated the reason why I asked was because you do a lot here. I wanted the Council members to be aware of all that you do. Many of them do not know until they send something to you. Do you have anything else?

ylvia stated No

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/22/2013 9:01:50 AM
Subject: Fwd: Server key

Awaiting your guidance.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 22, 2013, 8:57:54 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Server key

Rebecca,

As I stated to you on Friday, your instruction is not clear and requires clarification. In accordance with internal security and access control and risk assessment to the agency for audit purposes, please clarify if your preference is to keep contractor Nick Rushizky on board despite a long history of documented performance issues and his lack of required credentials for access and authorization control. As stated GlobalNetworkers offered to replace Nick with a more competent and experience contractor who possess required credentials for access/authorization control.

I will be departing around noon today, so please clarify your instruction as requested prior to my departure. Upon receiving your clarification response I will know what action to take. If you respond and say "give Nick the server key" I will take that as a yes response to my questions above.

Mrs. Jones

From: Rebecca Cokley
Sent: Monday, October 21, 2013 4:03 PM
To: Sylvia Jones
Subject: Server key

Mrs. Jones,

I am instructing you to the server cabinet key to Nick by close of business 10/22/13. Thank you.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 11/21/2013 12:32:00 PM
Subject: RE: (b) (6) Furlough Pay (5th Reqeust)

Mrs. Jones,

We will not be providing furlough pay for (b) (6).

Thank you.

Rebecca

From: Sylvia Jones
Sent: Thursday, November 21, 2013 9:24 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: (b) (6) Furlough Pay (5th Reqeust)

Rebecca,

This is my 5th request for a response concerning (b) (6) furlough pay. You responded promptly to Julie's inquiry however (b) (6) issue has been lingering since Nov 1.

An immediate response is requested in this matter, if not the issue will be escalated.

Sylvia

From: Sylvia Jones
Sent: Tuesday, November 19, 2013 11:20 AM
To: Rebecca Cokley
Subject: RE: (b) (6) Furlough Pay

Rebecca,

We are approaching 20 days and I have not received an answer from you concerning furlough pay for (b) (6). Please advise...

Sylvia

From: Rebecca Cokley
Sent: Friday, November 15, 2013 12:48 PM
To: Sylvia Jones
Subject: RE: (b) (6) Furlough Pay

Great, thank you.

From: Sylvia Jones
Sent: Friday, November 15, 2013 12:44 PM

To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: (b) (6) Furlough Pay

Rebecca,

Stacey spoke with Steve Malick regarding the matter. Steve can be reached at (b) (6).

Sylvia

From: Rebecca Cokley
Sent: Friday, November 15, 2013 12:11 PM
To: Sylvia Jones
Subject: RE: (b) (6) Furlough Pay

Mrs. Jones,

Please inform me who I need to contact at GSA payroll.

Thank you.

Rebecca

From: Sylvia Jones
Sent: Thursday, November 14, 2013 8:55 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: (b) (6) Furlough Pay

Rebecca,

On October 31, 2013 I sent you an email requesting furlough back pay for (b) (6). On November 1, 2013 at 10:45 a.m. you responded that "I will look into this and get back to you next week."

It has been approximately 13 days and I have not heard back from you on this matter. Please advise...

Sylvia

From: Rebecca Cokley
Sent: Friday, November 01, 2013 10:45 AM
To: Sylvia Jones
Cc: Stacey Brown
Subject: RE: (b) (6) Furlough Pay

Ms. Jones,

I will look into this and get back to you next week.

Rebecca

From: Sylvia Jones

Sent: Thursday, October 31, 2013 3:52 PM

To: Rebecca Cokley

Cc: Sylvia Jones; Stacey Brown

Subject: (b) (6) Furlough Pay

Rebecca,

(b) (6) did not receive back pay for days furloughed due to her not having a full-time base schedule in ETAMS from October 2-16. If the government had not shut down, (b) (6) would have been at work and paid for 80 hours.

Stacey followed up with GSA payroll and was advised that (b) (6) can receive furlough pay if approved by the agency. As (b) (6) supervisor I think it's the right thing to do and recommend that she be paid for 80 hours from October 2-16.

Please advise...

Sylvia

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Version: 2012.0.2242 / Virus Database: 3629/6351 - Release Date: 11/20/13

From: [Jeff Rosen <jrosen@ncd.gov>](mailto:jrosen@ncd.gov)
To: [Anne Sommers](#)
[Rebecca Cokley](#)
Date: 4/24/2013 8:59:50 PM
Subject: Re: FW: placeholder

Anne - we will put this right. I agree that resolution is needed at this point than more words.

We will provide you with an update next week if not sooner.

I'm truly sorry for your experience. It is inexcusable. Thank you for your preservice.

Rebecca, please set a date for us three to meet to discuss. I'm available this Friday, next Monday morning, Thursday or Friday of next week. Please do consider meeting with Anne sooner than the three of us meeting.

We can't properly take care of NCD's business if we don't take care of our people first.

-Jeff

Anne Sommers <ASommers@ncd.gov> wrote:

(b) (5)

(b) (5)

(b) (5)

From: Aaron Bishop
Sent: Thursday, May 10, 2012 7:04 PM
To: Anne Sommers
Subject: RE: placeholder

Sure...chat briefly tomorrow afternoon?

Thank you,

Aaron

Aaron Bishop, M.S.S.W.
Executive Director
National Council on Disability
1331 F Street, NW, Suite 850
Washington, DC 20004
Ph: 202-272-2004
Fax: 202-272-2022
TTY: 202-272-2074
<http://www.ncd.gov>

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From: Anne Sommers
Sent: Wednesday, May 09, 2012 4:33 PM
To: Aaron Bishop
Subject: placeholder

Hi Aaron –

Just a quick placeholder for when you return to ask if we can talk for a few minutes about what may be expected next re: GSA, as my thirty-day detail runs this Saturday.

Thank you,
Anne

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/9/2013 6:16:08 PM
Subject: Re: Inquiry...

From what I know federal attorneys can be barred in any state. For example, our GC is barred in Michigan.

Becca

Sent from my iPhone

On Dec 9, 2013, at 4:52 PM, "Rebecca Cokley" <rcokley@ncd.gov> wrote:

This is the first I've learned of this. Is this an issue?

Rebecca

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 9, 2013 at 4:50:44 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Subject: Inquiry...

Rebecca,

Robyn Powell has been acting in the capacity of an employment attorney for NCD. However during my public record search as a private citizen (*and not in the capacity of an NCD employee*) with the Bar Association I learned that Robyn Powell is not licensed to practice law in DC and since she has been involved in sensitive, private and personal matters relating to me, I would like to know under what authority have she been doing so. Please advise..

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/5/2013 1:00:42 PM
Subject: RE: FW: Julie's Metro Subsidy

Thanks. I needed to hear that today.

Rebecca Cokley
Executive Director
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Washington, DC 20004
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 12:00 PM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

You are clearly a major asset to NCD!

On Thu, Dec 5, 2013 at 11:57 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Haha..I wish...All I'm likely to get is more headaches. LOL

Rebecca Cokley
Executive Director
National Council on Disability
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From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 11:49 AM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

You deserve many awards!!!

On Thu, Dec 5, 2013 at 11:47 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Nope. It would have likely been Carla. I'm on the phone with WMATA right now and they're trying to help.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004

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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 11:45 AM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

Are you serious? Has Stacy or anyone else done this in the past?

On Thu, Dec 5, 2013 at 11:37 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
AAAAAAAACK!

Now to find the needle in the haystack. Oh joy!

Rebecca Cokley
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Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Thursday, December 05, 2013 11:36 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Julie's Metro Subsidy

Rebecca,

GSA is not responsible for nor provide metro subsidy services to NCD. This is a responsibility of the Administrative Assistant and/or Financial Analyst which you supervise. The contract financial analyst must contact WMATA to correct.

Sylvia

From: Rebecca Cokley
Sent: Thursday, December 5, 2013 10:23 AM
To: Sylvia Jones
Subject: Julie's Metro Subsidy

Mrs. Jones,

Please reach out to GSA by COB tomorrow and cancel Julie's metro subsidy.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

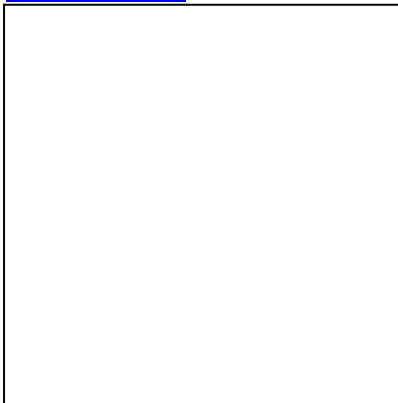
No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
[202-205-4929](tel:202-205-4929) Desk
[\(b\) \(6\)](tel:202-(b)(6)) Mobile Phone
[202-708-5377](tel:202-708-5377) fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 11:10:18 AM
Subject: Fwd: Staff realignment

Just forwarded to all staff and council members. She's already been told by Jackie Clay to not email the entire Council.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013, 10:58:46 AM EDT
To: NCD-Staff <NCD-Staff@ncd.gov>, NCD-Board-Members <NCD-Board-Members@ncd.gov>
Subject: FW: Staff realignment

Good Morning,

On Friday, September 27, 2013 at 3:49 p.m. Jeff Rosen disseminated an email to NCD Staff only advising everyone that to "enhance the efficiency of the financial management of NCD, the Council has approved the realignment of two financial support positions (Financial Analyst and Administrative Specialist) to report directly to Rebecca."

Per the bylaws the word "Council" refers the National Council on Disability (all members).

This action was taken due to my unwillingness to violate Federal laws, regulations and executive orders. The email threads concerning this action will be forwarded to the appropriate government officials under the Whistleblower Protection Enhancement Act of 2012.

This email is being sent to keep everyone informed due to effect the decision will have on agency operations and staff morale moving forward.

Have a good day!
Sylvia

From: Jeff Rosen
Sent: Friday, September 27, 2013 3:49 PM
To: NCD-Staff
Subject: Staff realignment

This is to inform you that to enhance the efficiency of the financial management of NCD, the Council has approved the realignment of two financial support positions (Financial Analyst and Administrative Specialist) to report directly to Rebecca. Sylvia remains responsible for her current job duties. When filled upon Rebecca's return from maternity leave, the two financial personnel will support Sylvia while reporting directly to Rebecca.

Please contact Rebecca with any questions.

-Jeff

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [David Allen](#)
[Lisa Brown-Gilmore - CPWA](#)
Date: 9/26/2013 11:00:58 AM
Subject: Fwd: Voluntary Leave Transfer Program

FYI.

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 26, 2013 at 10:58:56 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: Voluntary Leave Transfer Program

Rebecca,

This email is to advise you that your Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program has been forwarded to GSA Payroll by human resources. Please note that GSA will take any further action required to solicit donations from prospective donors and will work with the prospective donors agencies to determine the amount of leave to be credited to your account.

Also per GSA...once you have exhausted your her accrued unused leave **only** then will voluntary leave transfers be applied. If you have any questions please contact Maurice Hubbard directly.

-Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA](#)
Date: 9/9/2013 2:00:44 PM
Subject: RE: FW: Julie Leave

Dave

Since Julie's permanent supervisor is on maternity leave right now, should I sign it, or have the interim director for her division sign off on it, indicating approval?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: David Allen - WPG-C [mailto:david.allen@gsa.gov]
Sent: Monday, September 09, 2013 1:43 PM
To: Rebecca Cokley; Lisa Brown-Gilmore - CPWA
Subject: Re: FW: Julie Leave

Sylvia,

I have researched this issue and there is no prohibition in having a flexible telework arrangement with different types of telework.

Please process the agreement by COB 9/10/13 of provide me with specific reasons why it cannot be legally processed.

On Mon, Sep 9, 2013 at 1:18 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
See attached.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov

Website: <http://www.ncd.gov>

-----Original Message-----

From: Julie Carroll
Sent: Tuesday, August 27, 2013 3:23 PM
To: Rebecca Cokley
Subject: RE: Julie Leave

Rebecca,

This is a reasonable accommodation issue - not an OPM issue. It was negotiated between me and my supervisor.
Julie

-----Original Message-----

From: Rebecca Cokley
Sent: Tuesday, August 27, 2013 3:21 PM
To: Julie Carroll
Subject: Re: Julie Leave

Keep me posted as to what she says. I'll reach out to OPM too.

Rebecca

Sent from my iPhone

On Aug 27, 2013, at 3:14 PM, "Julie Carroll" <JCarroll@ncd.gov> wrote:

>

>

> -----Original Message-----

> From: Sylvia Meniffee
> Sent: Tuesday, August 27, 2013 3:12 PM
> To: Julie Carroll; Robyn Powell
> Subject: RE: Julie Leave

>

> Julie - I need to check OPM policy to see if you can be approved to telework on regular/consistent basis and on situational basis. To my knowledge you can only select one telework option (i.e. regular or episodic); both are considered medical telework however I will check the policy and get back to you with an answer soon.

>

>

>

> It appears that we may have to update the form but for now use the current version; Stacey can convert it for you.

>

>

>

>

>

>

> Thank you,

>

>

>

> Sylvia Meniffee

>

> Director of Administration

>

> National Council on Disability

>

> 1331 F Street, NW, Suite 850

>

> Washington, DC 20004

>

> Ph: [202-272-2113](tel:202-272-2113)

>

> Fax: [202-272-2022](tel:202-272-2022)

>

> smeniffee@ncd.gov

>

>

>

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> -----Original Message-----

> From: Julie Carroll

> Sent: Tuesday, August 27, 2013 2:47 PM

> To: Sylvia Meniffee; Robyn Powell

> Subject: RE: Julie Leave

>

>

>

> Sylvia,

>

> I need an accessible agreement form or staff assistance. My telework agreement included flexibility for additional telework if needed due to my health conditions.

>

> Julie

>

>

>

> -----Original Message-----

>

> From: Sylvia Meniffee

>

> Sent: Tuesday, August 27, 2013 2:25 PM

>

> To: Julie Carroll; Robyn Powell

>

> Subject: RE: Julie Leave

>

>

>

> Hi Julie,

>

>

>

> Robyn's email to staff stated "you were on leave for the day." Regarding telework...I need an updated agreement on you. Per the 2010 agreement we have on file for you it expired after 1 year...March 2011. The terms of the agreement was 2 days per month, every other Monday.

>

>

>

>

>

> Thank you,

>

>

>

> Sylvia Meniffee

>

> Director of Administration

>

> National Council on Disability

>

> 1331 F Street, NW, Suite 850

>

> Washington, DC 20004

>

> Ph: 202-272-2113

>

> Fax: 202-272-2022

>

> smeniffee@ncd.gov <mailto:smeniffee@ncd.gov>

>

>

>

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>

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>

>

> -----Original Message-----

>
> From: Julie Carroll
>
> Sent: Tuesday, August 27, 2013 1:48 PM
>
> To: Sylvia Meniffee; Robyn Powell
>
> Subject: RE: Julie Leave
>
>
>
> I worked from home - a conference call re planning regional forums, emails, setting up meetings, and attending a
webinar.

>
>
>
>
>
>
> -----Original Message-----

>
> From: Sylvia Meniffee
>
> Sent: Tuesday, August 27, 2013 1:47 PM
>
> To: Robyn Powell
>
> Cc: Julie Carroll
>
> Subject: FW: Julie Leave
>
>
>
>

> Hi Robyn,

>
>
>
>
>
>
> Julie was out for the entire day on 8/26. The attached leave slip only covers 4 hours of sick leave versus 8 hours.
Please advise...

>
>
>
>
>
>
>
>
> Thank you,

>
>
>
>
>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/18/2013 12:36:18 PM
Subject: Fwd: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Lisa (and Jeff)

See the below note from Sylvia. So are we to expect none of our contractors to be getting paid until I get back in the office full time and can hire a financial analyst? This is unacceptable.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Robyn Powell <RPowell@ncd.gov>
Date: October 18, 2013, 11:02:33 AM EDT
To: Sylvia Jones <sjones@ncd.gov>, Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Thank you Sylvia. The contractor originally submitted the invoice on September 5, 2013 and I approved and sent back to you on September 11, 2013.

Thanks for looking into this!

Robyn

From: Sylvia Jones
Sent: Friday, October 18, 2013 10:46 AM
To: Robyn Powell; Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Robyn,

As you know, the financial analyst is responsible for payment of invoices and per Jeff on 9/27 the position was realigned under Rebecca supervisory purview. I'm teleworking today but as a courtesy I will check the files on Monday.

Also, I request that you tone down your emails to me and extend to me the same courtesy and respect that I have always given to you.

Thank you,
Sylvia

From: Robyn Powell
Sent: Friday, October 18, 2013 10:34 AM
To: Sylvia Jones; Rebecca Cokley

Subject: FW: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Sylvia,

What is the status of this payment? Georgia Tech has made multiple inquiries.

Robyn

From: Rodriguez, Henry [<mailto:Henry.Rodriguez@gtrc.gatech.edu>]
Sent: Wednesday, October 02, 2013 3:21 PM
To: Sylvia Jones
Cc: Williams, Royanne; White, James D; Robyn Powell
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
Importance: High

I am inquiring about payment status for attached invoice ?

NCD: 12274 :
Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
Invoice # 484302
Billing period : 04/29/13
Fixed Price agreement
Amount : \$15,000.00

Draft reports have been submitted "Final Report with NCD Revisions."

Thanks Kindly,

Henry Rodriguez

Accountant III/ Collections
Georgia Tech Research Corp
505 10th Street NW
Atlanta, GA. 30332
Office # 404-385-0449
FX : 404-404-385-2078
Cell # 404-(b) (6)
henry.rodriguez@gtrc.gatech.edu

From: Robyn Powell [<mailto:RPowell@ncd.gov>]
Sent: Thursday, September 26, 2013 11:28 AM
To: Rodriguez, Henry; Williams, Royanne
Cc: Sylvia Jones
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Sylvia,

Please let GA Tech know of status.

Thanks,
Robyn

From: Rodriguez, Henry [<mailto:Henry.Rodriguez@gtrc.gatech.edu>]
Sent: Thursday, September 26, 2013 11:27 AM
To: Williams, Royanne
Cc: Carla Nelson; Robyn Powell

Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

I am inquiring about payment status for attached invoice ?

NCD: 12274 :
Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
Invoice # 484302
Billing period : 04/29/13
Fixed Price agreement
Amount : \$15,000.00

Thanks Kindly,

Henry Rodriguez

Accountant III/ Collections
Georgia Tech Research Corp
505 10th Street NW
Atlanta, GA. 30332
Office # 404-385-0449
FX : 404-404-385-2078
Cell # 404-(b) (6)
henry.rodriguez@gtrc.gatech.edu

From: Williams, Royanne
Sent: Thursday, September 19, 2013 8:18 AM
To: Rodriguez, Henry
Cc: Carla Nelson; Robyn Powell
Subject: Re: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Hello Henry,

Would you please send the attachment?

Thanks,

Royanne Williams
Accountant II
GEORGIA Institute
of TECH nology
Grants & Contracts Accounting
Ph: 404 385-8653
royanne.williams@business.gatech.edu

From: "Henry Rodriguez" <Henry.Rodriguez@gtrc.gatech.edu>
To: "Royanne Williams" <royanne.williams@business.gatech.edu>, "Robyn Powell" <RPowell@ncd.gov>
Cc: "Carla Nelson" <CNelson@ncd.gov>
Sent: Wednesday, September 18, 2013 10:12:40 AM
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

I am inquiring about payment status for attached invoice ?

NCD: 12274 :
Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
Invoice # 484302
Billing period : 04/29/13
Fixed Price agreement
Amount : \$15,000.00

Thanks Kindly,

Henry Rodriguez

Accountant III/ Collections
Georgia Tech Research Corp
505 10th Street NW
Atlanta, GA. 30332
Office # 404-385-0449
FX : 404-404-385-2078
Cell # 404-(b) (6)
henry.rodriguez@gtrc.gatech.edu

From: Henry, Arlene R
Sent: Friday, September 13, 2013 8:49 AM
To: Williams, Royanne
Cc: Rodriguez, Henry
Subject: Fwd: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

fyi

Arlene Henry
Accountant III
GEORGIA Institute
of TECH nology
Office of Grants and Contracts Accounting
Research Administration Building
505 10th Street
Atlanta, GA 30332-0259
Phone: 404-894-6759
Fax: 404-894-5519

From: "Henry Rodriguez" <Henry.Rodriguez@gtrc.gatech.edu>
To: "Arlene R Henry" <arlene.henry@business.gatech.edu>
Cc: "'GC ASK' (gc.ask@business.gatech.edu)" <gc.ask@business.gatech.edu>
Sent: Wednesday, September 11, 2013 2:13:23 PM
Subject: FW: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Final invoice for : GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
RC896-484302

Please resubmit : NInvoices@ncd.gov.
Thanks Kindly,

Henry Rodriguez

Accountant III/ Collections
Georgia Tech Research Corp
505 10th Street NW
Atlanta, GA. 30332
Office # 404-385-0449
FX : 404-404-385-2078
Cell # 404-(b) (6)
henry.rodriguez@gtrc.gatech.edu

From: Robyn Powell [<mailto:RPowell@ncd.gov>]
Sent: Wednesday, September 04, 2013 5:06 PM
To: Rodriguez, Henry
Cc: NCD Invoices
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Please submit the invoice to NCD Invoices NInvoices@ncd.gov.

From: Rodriguez, Henry [<mailto:Henry.Rodriguez@gtrc.gatech.edu>]
Sent: Wednesday, September 04, 2013 4:20 PM
To: Robyn Powell
Cc: Carla Nelson
Subject: RE: GTRC : NCD: 12274 : Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:

Modification No. 003 extends the period of performance to 8/30/2013.
Final report submitted for approval :
NCD: 12274 :
Title: EFFECTIVE COMMUNICATIONS FOR PEOPLE WITH DISABILITIES:
Invoice # 484302
Billing period : 04/29/13
Fixed Price agreement
Amount : \$15,000.00

Long story short, we have submitted the second draft report, which they are now reviewing. That process is supposed to be completed this week. Then I can submit "Final Report with NCD Revisions." I will not know how long that will take until I see what they did with the second review.

James White

James D. White, Ph.D.
Director of Communications Studies

Georgia Institute of Technology
Center for Advanced Communications Policy
500 Tenth Street, NW
Atlanta
Georgia 30332

Thanks Kindly,

Henry Rodriguez

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 12:26:34 PM
Subject: Re: Performance Appraisals

Yes that's correct.

Sent from my iPad

On Oct 17, 2013, at 11:59 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca,

Was this the last correspondence from Sylvia regarding her employee's performance appraisal?

----- Forwarded message -----

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Date: Wed, Sep 25, 2013 at 8:14 AM
Subject: Re: Performance Appraisals
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Jeff Rosen <jrosen@ncd.gov>, David Allen <david.allen@gsa.gov>

Hi Rebeccca and Congratulations! Can you give Dave & I a call at your convenience? Thanks

On Tue, Sep 24, 2013 at 11:39 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Hi all

Staff directors were informed that they were to have sent me their performance plans on by COB on the 19th. I've received ratings and plans from Joan and Anne (and will forward them to you, Jeff), but I have yet to receive either Sylvia's draft appraisal or Stacey's. FYI

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 19, 2013, 2:45:31 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Performance Appraisals

Rebecca,

Due to budget close out, I will forward Stacey's draft rating to you tomorrow before the close of business.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 09, 2013 2:54 PM
To: Anne Sommers; Sylvia Meniffee
Cc: Jeff Rosen; Lynnae Ruttledge
Subject: Performance Appraisals

Anne and Sylvia,

As you know, the appraisal period is 10-1 to 9-30 with the appraisal being due to be sent forward for concurrence/approval by 09/30/13. As you also know, I will be going on maternity leave prior to 9-30-13.

I will require you to prepare draft appraisals for me for to review by 9-19-13. I will review them and provide you my feedback. If you propose no changes in the final ratings of the employees, I delegate Mr. Rosen to sign for me those final ratings. If there is a change in performance that would change the draft ratings, they must be reviewed and approved by Mr. Rosen prior to their issuance.

Please see me if you have any questions.

Rebecca Cokley

Executive Director

National Council on Disability

1331 F Street NW, Suite 850

Washington, DC 20004

[202-272-2124](tel:202-272-2124) Voice

[202-272-2074](tel:202-272-2074) TTY

[202-272-2022](tel:202-272-2022) Fax

Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 12/16/2013 8:53:40 AM
Subject: Re: NCD Financial Systems Walkthrough

Sylvia,

The walk through of NCD's Internal Controls and Financial Systems is an important part of your position as the Director of Administration. As your supervisor, I am directing you to meet with the Auditors today (December 16, 2013), as requested.

Rebecca

On Dec 16, 2013, at 6:56 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

Good Morning Victor,

The Executive Director, Rebecca Cokley manage and supervise the NCD Financial System and is the audit point of contact, therefore the proper meeting request should have been submitted to her. During our conversation on Friday, December 13 I inquired if you had sent a request to Rebecca Cokley and you stated "no, but admitted that you had met with two staff members; a part-time contractor serving as financial analyst who has been with the agency less than 30-days and Chris Michels." You were unable to obtain information from these individuals therefore per your statement the "Council stated I was no longer off limits."

Please note that Chris Michels is not an NCD staff member and has not been under a service contract since September 30, 2013. However, he is the developer and expert of the NCD Financial Database. Based on my conversation with you and Claude, it appears that Mr. Michels may have provided misleading information to you which I assume is the reason you reached out to me for assistance. Had Mr. Michels provided you the assistance you requested, as the Director of Administration I would not have been made aware of another private meeting with Auditor's. It is noted for the record that Auditor's took time to meet with non-essential personnel and continue to exclude me as the Director of Administration which is troubling.

On December 2, 2013 I was made aware that NCD management and Auditors had a private meeting on November 20 and excluded me as the Director of Administration and during this meeting, Auditor's were advised to cease contact with me. However, per our conversation on Friday, I was advised that "NCD Council now states that I am no longer off limits" which is very suspect.

I have been excluded from key audit meetings discussing internal control issues and without notice I was removed as the audit point of contact with auditor's being told to cease contact with me. In addition, critical information regarding the audit has been intentionally withheld from me due to my protected disclosures as a whistleblower.

The audit is supposed to be direct, above board and controlled by Auditor's. Agency officials should have no authority to dictate the process which frustrates the integrity of the audit.

Please be advised that due to the nature of this audit, I reported irregularities and deficiencies in this process to GAO Fraudnet. Therefore due to the lack of integrity, transparency, the agency's ability to control and dictate the audit process, and my protected disclosures I am unable to meet with you.

Claude - I still have not received the minutes from the November 20 meeting you stated you would send on Friday.

Thank you,
Sylvia

From: Victor Ahuchogu <Victor.Ahuchogu@RegisCPA.com>
Sent: Friday, December 13, 2013 3:38 PM
To: Sylvia Jones
Cc: Rebecca Cokley; Claude Etinoff; Peter Regis
Subject: NCD Financial Systems Walkthrough

Hello Sylvia,

We are conducting a process walkthrough of NCD's Internal Controls and Financial Systems, pursuant to the FY 2013 Financial Statements audit. Please confirm if you will be available to meet with us on Monday, December 16, 2013, at 11:00AM at NCD's headquarters office.

Thank you,

Victor Ahuchogu, CPA
Regis & Associates, PC
1400 Eye Street, NW
Washington, DC 20005
victor.ahuchogu@regiscpa.com
(202) 296-7101 (Tel) ext. 232
(202) 296-7284 (Fax)

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
[Brad Kliethermes - BCEC](#)
Date: 12/13/2013 1:28:28 PM
Subject: RE: amended timesheets

Stacey can sign them but she still certifies them.

I would also like to say for documentation purposes that many of the leave slips I submitted lacked the inclusion of ANY comp time, but used both annual leave and sick leave, and still have not been certified.

Rebecca

From: Jeff Rosen
Sent: Friday, December 13, 2013 12:24 PM
To: Rebecca Cokley; Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: amended timesheets

If Sylvia was indisposed for a significant period of time for some reason, there must be an alternative arrangement to allow the agency to sign the timecards to have them processed. So I'm asking Brad again, can we have someone else at the agency sign the timecards?

Thanks.

-Jeff

From: Rebecca Cokley
Sent: Friday, December 13, 2013 12:19 PM
To: Jeff Rosen; Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: amended timesheets

Nope, this is what we ran into before, with getting the comp approved in the first place.

Rebecca

From: Jeff Rosen
Sent: Friday, December 13, 2013 12:19 PM
To: Rebecca Cokley; Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: amended timesheets

Brad -

Can someone else at NCD sign these timecards?

Thanks.

-Jeff

From: Rebecca Cokley
Sent: Friday, December 13, 2013 12:17 PM
To: Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: RE: amended timesheets

Brad

I'm cc'ing Lisa at GSA and my boss, the chairperson Jeff Rosen (as my supervisor). As you know, Mr. Rosen approved the comp time and we have the documentation. I'm not sure what our next step is. Maybe the two of them have an idea.

Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Friday, December 13, 2013 12:11 PM
To: Rebecca Cokley
Subject: Re: amended timesheets

She called me back and basically said the timecards are in ETAMS but she is not signing them because she does not agree with the Comp time. So we have been paying you each pay period based on the base schedule that is in ETAMS because the timecards are not being signed. I am not sure who best in your agency to raise this issue to but there has to be someone who can direct her to sign these timecards.

Bradley Kliethermes

Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5435

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Fri, Dec 13, 2013 at 10:38 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Brad

Please let me know if you do not hear back from her by Monday.

Thank you.
Rebecca

From: Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov>
Sent: Thursday, December 12, 2013 4:46 PM

To: Rebecca Cokley
Subject: Re: amended timesheets

I do not. I have sent an email to Sylvia to see what she tells me. Once I get that response I will be able to figure out what approach to take to help get this all straightened out.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5435](tel:(816)823-5435)

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<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZf9OWHZmdUgwbnZlaVE6MA>

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On Wed, Dec 11, 2013 at 2:59 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Following up on this. I notice my leave totals haven't changed. Do you need anything else from me?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, November 27, 2013 10:04 AM
To: Rebecca Cokley
Subject: Re: amended timesheets

I am going to take a look at your records and will probably have to contact sylvia to find out what is going on.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5435](tel:(816)823-5435)

Please go to the following link to provide feedback on the service I provided.

[https://spreadsheets.google.com/spreadsheet/viewform?](https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZf9OWHZmdUgwbnZlaVE6MA)

[formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA](#)

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On Wed, Nov 27, 2013 at 8:58 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I had to amend my leave slips for the last two weeks because I worked 2 8 hr days each week, unexpectedly. See attached.

Should I expect my leave to be adjusted by the next update to employee express, next Friday?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6358 - Release Date: 11/22/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](mailto:lisa.gilmore@gsa.gov)
Date: 12/9/2013 1:54:40 PM
Subject: RE: Draft
Attachments: Jones_14DayDecision_Dec13.docx

readdressed it coming from Jeff and included the dates.

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Monday, December 9, 2013 12:37 PM
To: Rebecca Cokley
Subject: Re: Draft

you don't have to use track changes

On Mon, Dec 9, 2013 at 12:35 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

ok i will make edits and get it back to you shortly. do you want me to use track changes?

Sent from my iPad

On Dec 9, 2013, at 12:33 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

(b) (5)

On Mon, Dec 9, 2013 at 12:15 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

Rebecca

Sent from my iPhone

On Dec 5, 2013, at 3:39 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

On Thu, Dec 5, 2013 at 3:03 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Ok great. FYI, nothing was attached.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov

Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]


Sent: Thursday, December 05, 2013 3:00 PM

To: Rebecca Cokley

Subject: Draft

Hi Rebecca,

(b) (5)



--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

Employee Relations Branch-CPWA

301 7th Street, S.W., Room 1022

Washington, DC 20407

[202-205-4929](tel:202-205-4929) Desk

[\(b\) \(6\)](tel:202-(b)(6)) Mobile Phone

[202-708-5377](tel:202-708-5377) fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

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Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

--

Lisa Gilmore

Human Resources Specialist (Employee Relations)

Washington Area Operations Center

Employee Relations Branch-CPWA

301 7th Street, S.W., Room 1022

Washington, DC 20407

202-205-4929 Desk

202-(b) (6) Mobile Phone

[202-708-5377](tel:202-708-5377) fax

(b) (5)

(b) (5)

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/22/2013 1:04:14 PM
Subject: Fwd: (b) (6) suspension

Lisa and Thomasina

(b) (6)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 22, 2013, 11:59:35 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: (b) (6) suspension

Rebecca,

Please provide an update on the subject issue.

Mrs. Jones

From: Sylvia Meniffee
Sent: Monday, September 09, 2013 5:10 PM
To: Rebecca Cokley
Cc: Sylvia Meniffee
Subject: RE: (b) (6) suspension

Rebecca,

The dates are Oct 15-28.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 09, 2013 9:50:01 AM
To: Sylvia Meniffee
Cc: Lynnae Ruttledge
Subject: (b) (6) suspension

Sylvia

GSA is ready to proceed with (b) (6) suspension letter. By COB 09/09/13 please send me 14 days between now and October 30, that you've determined (b) (6) can be out of the office. As per guidance I've gotten from GSA, the 14 day period may include weekends.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3222/6149 - Release Date: 09/09/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 1:31:16 PM
Subject: Re: Leave slips w/e 09/20 and 09/27

(b) (5)

Sent from my iPad

On Sep 30, 2013, at 1:30 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca,

(b) (5)

On Mon, Sep 30, 2013 at 1:13 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013, 1:07:36 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Leave slips w/e 09/20 and 09/27

Rebecca,

I need your leave slips for the entire duration of your absence. Please forward.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 30, 2013 12:57 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: Fwd: Leave slips w/e 09/20 and 09/27

Attached are my leave slips for the week ending the 20th and the week ending the 27th.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/27/2013 3:37:24 PM
Subject: Fwd: laptop

FYI

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 27, 2013, 3:30:54 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: laptop

Rebecca,
Ethics concurred with GSA and advised against issuing a government laptop while an employee is not on official duty. Additionally, with respect to ethics: 5 CFR §2635.704(a) - an employee shall not use government property, or allow its use, for other than authorized purposes. When you are on leave, you are on your personal time and not on official duty. Thus, I cannot release a laptop and/or any other government equipment to you.

-Sylvia

From: Sylvia Jones
Sent: Thursday, September 26, 2013 4:53 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: laptop

Rebecca,

As you are aware the government is in the midst of a shut down and GSA advised against issuance of equipment and referred me to Ethics. I have reached out to Ethics and until I received ethics clearance I will not release the laptop while you are not on official duty and absent without leave.

In addition, I am tired of receiving threats for simply doing my job; and please be advised that before you can take disciplinary action against me for doing my job, you have to consider all the documented acts of misconduct involving yourself and others in the agency.

-Sylvia

From: Rebecca Cokley
Sent: Thursday, September 26, 2013 4:05 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: laptop

Sylvia,

As your supervisor, I am directing you to make a laptop available for my use while I am physically away from the office. I am directing you to have the laptop available by [9/27/13](#). Failure to follow this direct order may result in disciplinary action, up to and including removal from the Federal service.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/21/2013 4:03:48 PM
Subject: Server key

Mrs. Jones,

I am instructing you to the server cabinet key to Nick by close of business 10/22/13. Thank you.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 9:14:24 AM
Subject: one more thing

I've just had another staff member submit reasonable accommodation to be able to work full time from home because of the Sylvia situation. I have another staff person who I suspect has gone on permanent medical leave for the same reason.

(b) (5)

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 11/13/2013 1:14:28 PM
Subject: Re: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS:
Awaiting Ticketing - Locator CGEUHE

This has been handled. Authorization codes have been provided.

RC

Sent from my iPhone

On Nov 13, 2013, at 7:34 AM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

Rebecca -

All Council members' booked travel are awaiting ticketing, including those to Kansas.

Please contact Marsha Walser to ensure that these tickets will not lapse pending the authorization numbers.

(b) (5)

Look to an update from you on this by the end of today given your being out tomorrow.

I regret the tremendous amount of more work caused you by Sylvia.

-Jeff

From: Rebecca Cokley
Sent: Wednesday, November 13, 2013 6:55 AM
To: Lisa Brown-Gilmore - CPWA
Cc: Jeff Rosen
Subject: FW: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE

Lisa

Jeff as the head of agency has approved the travel below, but Mrs. Jones has requested an authorization code from me. As per the previous email I forwarded you, she agreed to handle these logistics and the upcoming logistics for the Kansas meeting. What kind of direction can I give her to issue the code?

Rebecca

From: Sylvia Jones
Sent: Tuesday, November 12, 2013 4:08 PM

To: Rebecca Cokley

Cc: Jonathan Kuniholm

Subject: FW: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE

Rebecca,

In lieu of the Financial Analyst, please supply Marsha with an authorization number for the airline ticketing of John McKnight and Chester Finn.

As a reminder...all NCD staff and council members must follow the travel procedures as outlined in the NCD Financial Policy and Procedures Manual. This reminder is not directed at John and Chester but instead is a reminder that must be communicated to all staff and members.

Sylvia

From: marsha.walser@adtrav.com <marsha.walser@adtrav.com>

Sent: Tuesday, November 12, 2013 3:25 PM

To: Sylvia Jones

Cc: John McKnight; JOHN977@NYCAP.RR.COM; Carla Nelson

Subject: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE

		Tuesday, November 12, 2013 2:25 PM
Phone: (877) 472-6716 service nonstop 24/7/365		Booking Locator: CGEUHE
(b) (6) National Council on the Disability		Awaiting Ticketing No fare is guaranteed until ticketed
 Albany, NY, US - to - Washington, DC, US Thursday, November 14 ► Saturday, November 16		
Traveler: J (b) (6)		
Trip Includes: Air Segments		
Booked By: (b) (6)	Booking Source: Agent	
Date Created: November 12, 2013	Date Ticketed/Confirmed: Pending	

**Albany, NY, US - to - Washington, DC,
US**[Check In](#)**Flight# 3933****Departs: Thursday - November 14**

Carrier: US Airways	Operated by: US AIRWAYS EXPRESS-AIR WISCONSIN
Departs: Albany County Airport (ALB)	Thursday - November 14 - 7:50 AM
Arrives: Washington National Airport (DCA)(Terminal:TERMINAL C)	Thursday - November 14 - 9:27 AM
Seat #: 12C	E-Ticket #:
Carrier Locator: DS32WF	Meal: N/A
Status: Segment Confirmed	Info: Stops: 0, Time: 1.37, Miles: 322
Class: Economy/Coach Class (N)	Equipment: Canadair Regional Jet (2 Engine Jet)
Frequent Flyer: n/a	

**Washington, DC, US - to - Albany, NY,
US**[Check In](#)**Flight# 3436****Departs: Saturday - November 16**

Carrier: US Airways	Operated by: US AIRWAYS EXPRESS- REPUBLIC AIRLINES
Departs: Washington National Airport (DCA)(Terminal:TERMINAL C)	Saturday - November 16 - 10:00 AM
Arrives: Albany County Airport (ALB)	Saturday - November 16 - 11:24 AM
Seat #: 10C	E-Ticket #:
Carrier Locator: DS32WF	Meal: N/A
Status: Segment Confirmed	Info: Stops: 0, Time: 1.24, Miles: 322
Class: Economy/Coach Class (N)	Equipment: Embraer 170 (2 Engine Jet)
Frequent Flyer: n/a	

PRICE QUOTE

FARE TOTAL	\$ 763.80
SERVICE FEE-AIR DOMESTIC FULL SERVICE	\$ 25.00
TOTAL QUOTE	\$ 788.80

REMARKS

*****SEE BELOW FOR CHANGES EFFECTIVE OCTOBER 1ST
SPECIAL NOTICE-MOST AIRLINES NOW REQUIRE ALL
GOVERNMENT CONTRACT FARES TO BE ISSUED AT LEAST
48 HOURS PRIOR TO DEPARTURE. RESERVATIONS NOT
TICKETED BY THIS TIME WILL BE AUTOMATICALLY
CANCELLED BY THE AIRLINES.

ARE NOT GUARANTEED UNTIL TICKET IS ISSUED AND
SPACE IS SUBJECT TO CARRIER CANCELLATION**

YOUR V.I.P. CODE IS U21F***ADTRAV TRAVEL MANAGEMENT**
ANY CHANGES IN ITINERARY MAY INCREASE COST*****
POSSIBLE FARE INCREASE DUE TO CARRIER FUEL *****
SURCHARGE. AUTHORIZED BY GSA *****

MANY AIRLINES HAVE NEW GUIDELINES AND FEES FOR ****
CHECK BAGGAGE***FOR MORE INFORMATION CONTACT*****
YOUR ADTRAV AGENT*****

DOT REQUIRES ADTRAV DISPLAY BAG ALLOWANCES AND
SERVICE CHARGES OR PROVIDE A HYPERLINK WHERE
BAGGAGE INFORMATION IS AVAILABLE.

FOR THIS TRIP PLEASE VISIT THE LINK LISTED BELOW
FOR US AIRWAYS AIRLINES

WWW.USAIRWAYS.COM/EN-US/TRAVELTOOLS/BAGGAGE/DEFAULT.HTML

ADTRAV Travel Management :: 4555 Southlake Pkwy :: Birmingham AL, 35244
Phone: (877) 472-6716 :: 24/7/365
Fax: (205) 444-4827
marsha.walser@adtrav.com

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Version: 2012.0.2242 / Virus Database: 3222/6330 - Release Date: 11/12/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 12/17/2013 11:50:22 AM
Subject: RE: Your assistance

Brad

I'm double checking with you on this based on our convo yesterday. Are you able to process my timecards until our GC gets back and I can have her certified as a timekeeper?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 11:33 AM
To: David Allen - WPG-C
Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZlF9OWHZmdUgwbZlaVE6MA>

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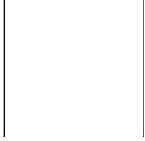
On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Meniffee will certify that time once Ms. Cokley claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Meniffee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--
Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

Jeff

Please send a note to Stephen Mallick, Stephen_mallick@gsa.gov indicating that an adjustment needs to be made to my time taken during my maternity leave, which you have approved as my supervisor. Include the table below which lays out how the hours are laid out

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

Week/Time	Ac	St	Comp	Furlough	Holiday	Don	Leaves	Notes
19-Sep		B						
20-Sep								
21-Sep								
22-Sep	B							
23-Sep								
24-Sep	B							
25-Sep	B							
26-Sep								
27-Sep								
28-Sep	B							
29-Sep	B							
30-Sep								
1-Oct								
2-Oct	B							
3-Oct				B				
4-Oct				B				
5-Oct				B				
6-Oct				B				
7-Oct				B				
8-Oct				B				
9-Oct				B				
10-Oct				B				
11-Oct				B				
12-Oct								
13-Oct								
14-Oct					B			
15-Oct								
16-Oct								
17-Oct					B			
18-Oct	A	A						employee started back teleworking 50% time on 10/17
19-Oct	A	A						
20-Oct								
21-Oct	A	A						
22-Oct								
23-Oct	A	A						
24-Oct	A	A						
25-Oct	A	A						
26-Oct	A	A						
27-Oct	A	A						
28-Oct	A	A						
29-Oct	A	A						
30-Oct	A	A						
31-Oct	A	A						
1-Nov	A	A						
2-Nov	A	A						
3-Nov	A	A						
4-Nov	A	A						
5-Nov	A	A						
6-Nov	A	A						
7-Nov	A	A						
8-Nov	A	A						
9-Nov	A	A						
10-Nov	A	A						
11-Nov	A	A						
12-Nov					B			
13-Nov	A	A						
14-Nov	A	A						
15-Nov	A	A						
16-Nov	A	A						
17-Nov	A	A						
18-Nov	A	A						
19-Nov	A	A						
20-Nov	B							
21-Nov	A	A						amendment for 8 hrs
22-Nov	A	A						
23-Nov	A	A						
24-Nov	A	A						
25-Nov	B							
26-Nov	B							
27-Nov	B							
28-Nov					B			
29-Nov								
30-Nov				B				
1-Dec								
2-Dec								
3-Dec	A	A						
4-Dec	A	A						
5-Dec	B							
6-Dec	A	A						
7-Dec	A	A						
8-Dec	A	A						
9-Dec	A	A						
10-Dec	A	A						
11-Dec	A	A						
12-Dec	A	A						
13-Dec	A	A						
14-Dec	A	A						
15-Dec	A	A						
16-Dec					A			

From: Brad Kliethermes - BICEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, December 18, 2013 2:23 PM
To: Rebecca Cokley
Cc: Jeff Rosen; Lisa Brown-Gimore - CPWA
Subject: Re: Your assistance

The easiest for us is something that looks like the following:

PPE 12/14/13

12/1 8 regular hrs
12/2 4 regular hrs 4 annual leave = 8 total for day
12/3 8 annual leave
12/4 8 regular hrs
and so on for each day.

Bradley Kleithermans
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 822-3906
Fax: (816) 822-5435

Please go to the following link to provide feedback on the service I provided

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZlF9OWHlZmdUgwbNlZlaVE6MA>

FOR OFFICIAL USE ONLY -

On Wed, Dec 18, 2013 at 12:12 PM, Jeff, I would like your assistance

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2126 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Jeff Rosen
Sent: Wednesday, December 18, 2013 10:30 AM
To: Rebecca Cokley; Brad Klieberthermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: Your assistance

Thank you Brad, we appreciate GSA's assistance here. I will see whether Rebecca would like my assistance with processing

From: Rebecca Cokley
Sent: Wednesday, December 18, 2013 10:25 AM
To: Brad Klierthermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: RE: Your assistance

OK. Sounds good.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2122 Voice
202-272-2022 TTY
202-272-2022 Fax
Rebecca@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Klierthermes - BCEC [bradley.klierthermes@gsa.gov]
Sent: Wednesday, December 18, 2013 10:24 AM
To: Rebecca Cokley
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: Re: Your assistance

You can send them to rebecca.malik@gsa.gov and CC me on the email. Steve is the pay tech who handles your agency and he will be the one to put the timecards in. It might be best if you send the email to Jeff and have him send it in to us this way it doesn't look like we are trying to help you circumvent the system.

Bradley Klierthermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [202-272-2022](tel:202-272-2022)
Fax: [202-272-2022](tel:202-272-2022)

Please go to the following link to provide feedback on the service I provided.

<https://forms.gle/76mkyay-EVCV7d0N8dWZF3C0W14ZmJgato2aVE8AA>

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On Tue, Dec 17, 2013 at 9:50 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I'm double checking with you on this based on our convo yesterday. Are you able to process my timecards until our GC gets back and I can have her certified as a timekeeper?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2122 Voice
202-272-2022 TTY
202-272-2022 Fax
Rebecca@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Klierthermes - BCEC [bradley.klierthermes@gsa.gov]
Sent: Wednesday, September 11, 2013 11:33 AM
To: David Allen - WPG-C
Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Klierthermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [202-272-2022](tel:202-272-2022)
Fax: [202-272-2022](tel:202-272-2022)

Please go to the following link to provide feedback on the service I provided.

<https://forms.gle/76mkyay-EVCV7d0N8dWZF3C0W14ZmJgato2aVE8AA>

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On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Klierthermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Menifee will certify that time once Ms. Cokley claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20007
David.Allen@GSA.gov
202-690-9472
Fax: 202-205-2546 (Please call or email if faxing so that I can retrieve it)

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Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

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Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6431 - Release Date: 12/18/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 12/11/2013 6:03:40 PM
Subject: RE: Inquiry...

Mrs. Jones,

Per OPM rules as a federal attorney, an individual needs need to be an active member of a state bar and it is not required to be the District of Columbia.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Monday, December 09, 2013 4:51 PM
To: Rebecca Cokley
Cc: Sylvia Jones; Robyn Powell
Subject: Inquiry...

Rebecca,

Robyn Powell has been acting in the capacity of an employment attorney for NCD. However during my public record search as a private citizen (*and not in the capacity of an NCD employee*) with the Bar Association I learned that Robyn Powell is not licensed to practice law in DC and since she has been involved in sensitive, private and personal matters relating to me, I would like to know under what authority have she been doing so. Please advise..

Sylvia

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 12/3/2013 1:29:38 PM
Subject: RE: Performance Plans and Time Off Awards
Attachments: Performance Appraisals
following up

Mrs. Jones,

Please see the attached email from September 9th to the managers requesting draft appraisals. I sent a follow up to you on October 17th.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 11:59 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Rebecca,

Your claim that you asked me for input regarding performance is a untrue statement and I request that you provide me with the date, time and method of communication in which you asked me for this information if you contend that it is true.

You have never asked or inquired of obtaining any performance related information from me other than that of Stacey Brown. In fact, to date we have never had a discussion regarding performance to include a mid-year progress review. My inquiry regarding the criteria used to access and make the determination for annual performance awards that you provided to me was an appropriate question posed as an employee and Director of Administration, and this information should be made public and open to all staff.

You also stated that "each time that I have requested input from you regarding your performance, you fail to provide anything to me." Please note that had I not complied to a request from you, without hesitation you would have done what you always done and that's issue me a threatening direct order or disciplinary action for failure to follow supervisory instruction.

I also find your statement " be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate" as a threat and attempt to censor me in the workplace for inquiring about the equity of processes used amongst staff in the workplace. I would like to reiterate that you provided this information to me freely. As requested on yesterday, I would like to know the criteria and/or agency guidance relied upon to assess and make determinations regarding annual performance awards. I'm sure if you follow up with OPM you will discover that my question is more than

appropriate.

Throughout government, agencies and managers have always made this information available to staff and as a staff member of the NCD I would like to know the criteria used, especially since most plans were prematurely closed-out prior to the employee either receiving an appropriate mid-year progress review or performing under the plan through the end of the fiscal year.

Further, you are quick to label any act against as inappropriate, however the Caucasian physically disabled staff are allowed on a daily basis to violate policies and procedures, which you are aware of and you never reprimand them.

Btw...you did not send me the performance plan of Anne Sommers.

Sylvia

From: Rebecca Cokley
Sent: Tuesday, December 3, 2013 11:10 AM
To: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Mrs. Jones,

To date Anne and Joan are the only supervisors who have provided their performance input to me. As you should recall, I requested input from the entire staff several months ago. Each time that I have requested input from you regarding your performance, you fail to provide anything to me. Be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Monday, December 02, 2013 2:38 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: Performance Plans and Time Off Awards

Rebecca,

Please advise the criteria used to access and make the determination for annual performance awards. Specifically, I would also like to know the status of my annual rating and performance award. With the exception of Anne Sommers the only staff given awards were the physically disabled Caucasian staff and I would like to know what was the criteria used and why were the minorities bypassed and overlooked.

Sylvia

From: Rebecca Cokley
Sent: Monday, December 2, 2013 1:25 PM
To: Sylvia Jones
Subject: Performance Plans and Time Off Awards

Mrs. Jones,

For your records, here are the staff performance plans I've received to date. Please ensure that their leave is credited as soon as possible.

(b) (6)

A large black rectangular redaction box covers the content of the email body. The text "(b) (6)" is written in red at the top left of the redacted area.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Anne Sommers](#)
[Sylvia Jones](#)
Date: 9/9/2013 2:54:18 PM
Subject: Performance Appraisals

Anne and Sylvia,

As you know, the appraisal period is 10-1 to 9-30 with the appraisal being due to be sent forward for concurrence/approval by 09/30/13. As you also know, I will be going on maternity leave prior to 9-30-13.

I will require you to prepare draft appraisals for me for to review by 9-19-13. I will review them and provide you my feedback. If you propose no changes in the final ratings of the employees, I delegate Mr. Rosen to sign for me those final ratings. If there is a change in performance that would change the draft ratings, they must be reviewed and approved by Mr. Rosen prior to their issuance.

Please see me if you have any questions.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/17/2013 7:39:42 PM
Subject: following up

Ms. Jones

Prior to the government furlough, you directed NCD's subcontractor to terminate our (b) (6) [REDACTED]. You did not provide any reason to me as to why you made this decision. Furthermore, I am not aware of any performance issue that (b) (6) [REDACTED] has. At this time, NCD will not be (b) (6) [REDACTED]. Effective immediately, (b) (6) [REDACTED] will report directly to me. Please provide (b) (6) [REDACTED] with the key to the server cabinet at the start of business tomorrow.

I instructed you to send me draft performance ratings for you and Stacey by September 19th. You stated in an email to me that you would send the draft performance rating for Stacey on September 20 before close of business. To date, I have not received any of the requested information from you. Please send me your draft by close of business tomorrow so that I can review and finalize the process. If you have questions feel free to contact me.

Thank you.

Rebecca Cokley

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Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/10/2013 10:38:30 AM
Subject: RE: Contact with Ms. Meniffee

(b) (5)

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Tuesday, September 10, 2013 10:31 AM
To: David Allen - WPG-C
Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA
Subject: Re: Contact with Ms. Meniffee

David,

I have discussed this again with Ms. Meniffee and do remember speaking to her about this in July. When we talked about it in July it was decided that if she had concerns in certifying the timecards with the comp time then she should not do it until those concerns are put to rest. I would still say she has concerns and if I were in the same situation I would be reluctant to sign off on timecards that I was unsure to be correct.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Mon, Sep 9, 2013 at 10:12 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
I called and left a message.

Have you been able to call Ms. Meniffee? She is in the office today.

Thanks for your attention to this matter, Please call me with any questions.

On Fri, Sep 6, 2013 at 6:23 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Were you able to get in touch with Ms. Meniffee.

If so:

1. Did she communicate her concerns about Ms. Colkey's comp time effectively?
2. Were you able to resolve those concerns?
3. Did Ms. Meniffee indicate that she would process those comp hours?
4. If you have concerns about the appropriateness of the comp hours after your discussion with Ms. Meniffee would you please contact Ms. Rebecca Cokley directly at (b) (6) to discuss. (Rebecca, you can either conference me in or discuss with me later.)
5. If Ms. Meniffee is not processing those hours, how would you recommend we have them processed?

Thank you so much for your assistance in this matter.

--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/31/2013 12:33:18 PM
Subject: FW: timecards for members

FYI.

From: Sylvia Jones
Sent: Thursday, October 31, 2013 12:30 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: timecards for members

Rebecca,

On June 27, 2013 I requested a meeting with council members to internal issues within the organization to include "abuse of time and attendance." On June 28, 2013 you sent me a direct order to "channel my complaints to the appropriate authorities." You further stated that failure to do so would result in disciplinary action up to and including removal from the NCD. I followed your direct order and reported the issue to the appropriate authorities therefore I cannot certify the the timecards of Jeff Rosen or any others that I'm not 100% comfortable signing pending investigation.

If you are 100% comfortable with the hours submitted by Jeff and/or others, please contact GSA for access and/or authorization to approve. Documentation for Gary Blumenthal's hours for pay period 21 was received from Stacey Brown on Friday, October 25 at 9:54 a.m., which I will certify.

Your order to contact members by email tomorrow "if we are missing timecards for a certain period" is unclear especially since members are intermittent employees and would not claim hours each pay period. Per my end of year email to members and staff on August 14, the last day to submit amended timecards for FY13 was September 4. Please clarify.

In closing...emails such as this is what we discussed previously regarding professionalism and respect. As I pointed out to you before, you do not speak to the white staff in the tone that you speak to me in email and please note that all your emails are being forwarded to the appropriate government authorities. Your tone in email towards me is unwarranted and without merit.

Sylvia

From: Rebecca Cokley
Sent: Thursday, October 31, 2013 11:11 AM
To: Sylvia Jones
Subject: timecards for members

Mrs. Jones,

Prior to the government shutdown, you failed to certify Jeff Rosen's time cards. I am directing you to ensure that time cards for all members from pay periods 19-22 are processed and certified by [noon tomorrow \(11-1-13\)](#). If we are missing timecards for a certain period from members, an email should be sent by tomorrow noon requesting them. Failure to follow this direct order may lead to disciplinary action, up to and including removal from the Federal service. This is a very serious concern and I expect you to follow this direct order.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/18/2013 9:08:04 AM
Subject: Fwd: following up

here we go.

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 18, 2013, 9:06:00 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: following up

Good Morning Rebecca,

I hope this email finds you well.

Your email appears to be more discrimination and retaliation. It also appears that the white employees are not held to the same standards as the black employees as they are continuously allowed to commit punishable acts of misconduct, violate federal laws and regulations (that you are aware of) and are not required to perform their duties at an acceptable level of performance.

You and everyone else are fully aware of the performance issues with Nick as they have been ongoing for a long time, even prior to your arrival. Furthermore you do not have the qualifications and training to monitor and oversee contract performance. Nick's contract expires in two months and I was fully in compliance with Federal regulation to request a replacement for Nick and I would like this carried out as I directed for the best interest of agency and performance of my job duties. Your reasoning for keeping Nick is strictly personal and not in the best interest of the agency. Furthermore, the ED does not manage contractors. Per my position of record "incumbent supervise contract personnel." You are attempting to strip me of more duties and supervisory functions without cause and I would like to know if you will stripping the supervisory authority of my white peers. You have clearly demonstrated that you have a personal issue with me and it is affecting the moral of the office, the agency's mission's and managements judgment to make informed decisions on work. This is another act of retaliation.

Per 5 USC 7106 as a manager I have rights and per the regulation "nothing shall affect the authority of any management official of any agency." Specifically, I have the right to:

- a) to hire, assign, direct, layoff, and retain employees in the agency, to recommend suspension, removal, reduce in grade or pay, or take other disciplinary action against such employees;
- b) to assign work, to make determinations with respect to contracting out, and to determine the personnel by which agency operations shall be conducted;

c) with respect to filling positions, to make selections for appointments from among properly ranked and certified candidates for promotion; or any other appropriate source; to take whatever actions may be necessary to carry out the agency mission during emergencies.

Therefore, I made a decision to replace Nick and I would like to move forward with the decision as it was a "good faith decision with merit decision and in the best interest of the agency."

Regarding Stacey performance rating: as you are fully aware, my workload was severely impeded with the budget workload of the ED and Financial Analyst which made it impossible for me to close out Stacey's plan. Per regulation, the performance period ends on Sept. 30...which entitled the employee to perform on the plan through Sept. 30. In order for me to properly close out a performance plan will require discussion with the employee and provide him the opportunity to provide a self assessment statement or comment on each element. I will be working on the plan today and will schedule a meeting with Stacy on Monday and will provide his plan to you by the close of business Monday, Oct 21.

In closing, I have requested you to be more civil with me in email with your tone as you are with other directors. I have even elevated the issue to the chair and no action has been taken as you continue to talk down to me in a disrespectful manner. I ask you again to extend to me the same respect that I'm required to give to you.

If you persist and obstruct me from replacing Nick, the issue to include IT security violations will be reported to the proper authorities.

Sylvia

From: Rebecca Cokley
Sent: Thursday, October 17, 2013 7:39 PM
To: Sylvia Jones
Subject: following up

Ms. Jones

Prior to the government furlough, you directed NCD's subcontractor to terminate (b) (6). You did not provide any reason to me as to why you made this decision. Furthermore, I am not aware of any performance issue that (b) (6) has. At this time, NCD will not be firing (b) (6). Effective immediately, (b) (6) will report directly to me. Please provide (b) (6) with the key to the server cabinet at the start of business tomorrow.

I instructed you to send me draft performance ratings for you and Stacey by September 19th. You stated in an email to me that you would send the draft performance rating for Stacey on September 20 before close of business. To date, I have not received any of the requested information from you. Please send me your draft by close of business tomorrow so that I can review and finalize the process. If you have questions feel free to contact me.

Thank you.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/29/2013 11:32:38 AM
Subject: RE: Signed Copy of Proposal
Attachments: SJ Proposal.pdf

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Friday, November 29, 2013 8:25 AM
To: Rebecca Cokley
Subject: Signed Copy of Proposal

Hi Rebecca,

When you get a chance, will you please send me a signed copy of the proposed suspension to Sylvia?
Thanks

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6mQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

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Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13



National Council on Disability

An independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

November 1, 2013

MEMORANDUM FOR

SYLVIA JONES
DIRECTOR OF ADMINISTRATION
NATIONAL COUNCIL ON DISABILITY

FROM:

REBECCA COKLEY *Rebecca Cokley*
EXECUTIVE DIRECTOR
NATIONAL COUNCIL ON DISABILITY

SUBJECT

Notice of Proposal to Suspend

This is notice that I propose to suspend you from your position as Director of Administration, GS- 341-15, with the National Council on Disability (NCD) without pay for a period of 14 calendar days to promote the efficiency of the service. The charges and specifications for your proposed suspension are outlined below.

Charge1: Failure to Follow Supervisor's Instructions

Specification 1:

On September 25, 2013, you were sent an email by Jeff Rosen, Council Chair, NCD and your second level supervisor, giving you a direct order to draft a contingency plan for the Office of Management and Budget, should there be a government wide shut down. This direct order was a result of an initial email to you from Mr. Rosen, dated September 20, 2013, with the same instructions. You emailed him back on September 25, 2013 explaining that I was responsible for preparing the plan. You did not submit the draft plan as instructed.

Specification 2:

You disagreed with the decision to replace the IT consulting service used by NCD, Development Info Structure (DEVIS). Due to your disagreement, Mr. Rosen emailed you on September 24, 2013 giving you a direct order to extend the existing service from DEVIS. In your capacity as Director of Administration, you are required to support the Council and serve as the principal advisor to me, as NCD's Executive Director. You again, failed to follow supervisory instructions.

Specification 3: